

Minutes of the South Summit School District Board of Education regular meeting held **October 10, 2013**, beginning at 5:45 PM in the Board Room at 375 East 300 South, Kamas, UT.

Present: Craig Hicken, President; James Snyder, Vice President; Matt Flinders, Steven Hardman, Suni Woolstenhulme, Superintendent Barry Walker, and Business Administrator, Kip Bigelow. Melanie Mitchell was present to take minutes.

Guests: Wendy Radke, Pat Jones, Richard Judkins, Mike Nicholes, Amy Staples, and Rita Larsh.

1. Mr. Hicken called the meeting to order at 5:56 PM.
2. Superintendent Walker gave the invocation.
3. Those present stood and repeated the Pledge of Allegiance.
4. Mr. Hicken welcomed those in attendance.
5. The Board reviewed the consent calendar.
6. Motion by Mr. Flinders to accept the consent calendar, which included the approval of the minutes of the September 12, 2013 open session meeting, (there was no closed session meeting held during the September 12, 2013 meeting) The September check summary, revenue report and expenditure report were also approved. An Application and Certificate of Payment from Hughes Construction was approved. New hires included McKenzie Turner and Josh Gerlach as a lifeguard at the SSAFC, Virginia Cunningham, Stephanie Ure, Joshua Gerlach, Francisca Bohman, and Jana Gough were approved as substitute teachers. Melinda Kunz was approved as a Kindergarten Aide as well as Jake McCormick as an assistant wrestling coach. Travel requests that were approved include Mariah King, Jolene Christensen, Shanna Atkinson, Sheila Davis and Stephanie Clegg attending the ACTE's Career Tech Vision Workshop in Las Vegas, NV on December 4-8, 2013; Tapestry travel to Anaheim, CA on March 12-16, 2014; and Cody Bowen to attend a coaching clinic in Phoenix, AZ on February 4-8, 2014. A 150 Mile Contest Approval was also approved for the softball team to travel to St. George on March 13-15, 2014. It was noted that the Josh Gerlach application was for lifeguarding only. It was noted that he was applying as a substitute teacher as well. Mr. Hardman would like to have those who are asking to travel out-of-state be in attendance to Board meetings to answer questions and explain the purpose of their request. Mrs. Woolstenhulme asked if the references that are listed on the applications are checked. Superintendent explained the references are checked only if there is a question or possible problem with classified applicants. References are checked when the position is for a teacher.
7. Richard Judkins from Naylor Wentworth Lund Architects and Mike Nicholes from Hughes Construction were in attendance to give the Board an update on the new district office. They are both very excited about the project. The Board was given and reviewed a 3 week look-ahead schedule. Everything, at this point, is on or ahead of schedule. Mr. Snyder asked which water lines they would be hooking into and was told it would be the lines on 300 east. This is the same situation with the power lines as well. The Board was invited to attend the construction meetings that will be held every Thursday at 3:00 PM in the Boardroom.
8. Mr. Bigelow asked the Board what their intentions are for the existing structures that are on the property where the district office is being built. It was the consensus of the Board to tear down those structures. There will need to be an asbestos abatement done before we can start the demolition process.
9. Hughes Construction will do the demolition as a change order. The cost will be \$22,000.00. Mitigation costs will be around \$10,000.00. Because of the logistics of the construction company at this point in the construction, the demolition will cost less than if we were to bring a demolition crew in at a

different time. Hughes Construction was instructed by the Board to move forward with the demolition of all the buildings on the property.

10. Both Mr. Bigelow and Mr. Flinders thanked Hughes Construction for being so willing to work with the District and for the work they have completed at the high school.
11. Time was set aside for public comment:
12. Floydene Atkinson was in attendance. Mrs. Atkinson retired in late May and the District was not able to honor her during graduation exercises. Mrs. Atkinson has been an employee of the District for 22 years. The Board thanked her for her work in the District as a food service worker. She has worked in all of our kitchens in the District and served as Food Service Director.
13. Mrs. Radke informed the Board that a Superintendent of Schools from Montgomery, AL would be at UEA to give a presentation about collaboration with school boards and teachers. She invited all Board members to attend. The presentation will be on October 17, 2013, at the South Town Exposition Center. Mrs. Radke will forward more information on this presentation to Board members.
14. Rita Larsh was in attendance to speak with the Board regarding the need for Spanish-speaking substitute teachers. She was concerned about the amount of time her student had a substitute teacher in the Dual Immersion classroom that did not speak Spanish. She feels there are great people in the community who could provide this service for the District and felt the District could be more diligent in their support for the Dual Immersion Program. She stated that if the District is going to move forward with the Dual Immersion Program, the need for support staff will increase. She stated that her student is already speaking Spanish and feels the program is a great asset to the District. Mr. Hicken told Mrs. Larsh the District was very supportive of the Dual Immersion program and we are doing everything we can to provide the needed support. He reminded her that there were two (2) Spanish Speaking substitutes approved during this Board meeting.
15. Pat Jones was in attendance to discuss the Tapestry trip to Anaheim, CA. There is a concern regarding the probability of having two (2) adult rooms compensated for by the travel company. We need to make sure we are in total compliance with the new government regulations. Mr. Bigelow commented he thought we would be fine in this particular situation.
16. There were no new hires in attendance for introduction.
17. Mr. Bigelow informed the Board that he had nothing new to report to them regarding the sub lease of the Oakley property. Mr. Reidhead was going to contact Oakley City regarding their zoning ordinances, but had not responded to the District as of this meeting. Mr. Bigelow has contacted our attorney and he voiced some concerns about sub leasing the property. There is a letter forthcoming from the attorney. Mr. Flinders voiced some concern regarding liability with sub leasing the property, and suggested that if the letter from the attorney suggests that we not sublease, we should notify all parties involved of the that District decision.
18. Motion by Mr. Snyder to table the sublease of the Oakley Property until next Board Meeting. Second by Mr. Hardman. Yeas: Mr. Hicken, Mr. Snyder, Mr. Flinders, Mr. Hardman, and Mrs. Woolstenhulme. Nays: None.
19. Superintendent talked with the Board regarding the Utah Consolidated Application and the Elementary Reading Achievement Program. He stated that accurate accounting on these reports is imperative and in order to receive these

funds, Mr. Bigelow has to request them on-line. There is a list of assurances that are included in the UCAs report, and Superintendent is making sure we have a paper back up for each of the assurances in case of an audit.

20. Mr. Snyder asked who determined the goals for each building. The building principals and Community Councils develop these goals, which are taken from different test scores that show where we need to improve. Mr. Snyder was impressed with the elementary goals and how they are shown and how the improvement in those goals is measured.
21. Motion by Mr. Hardman to approve the Utah Consolidated Application and the Reading Achievement Program. Second by Mr. Snyder. Yeas: Mr. Hicken, Mr. Snyder, Mr. Flinders, Mr. Hardman, and Mrs. Woolstenhulme. Nays: None.
22. The Board reviewed Policy 5035 – Employee Professional Dress, for second and final reading.
23. Motion by Mr. Flinders to approve Policy 5035 – Employee Professional Dress, for second and final reading. Second by Mrs. Woolstenhulme. Yeas: Mr. Hicken, Mr. Snyder, Mr. Flinders, and Mrs. Woolstenhulme. Nays: Mr. Hardman.
24. The Board reviewed Policy 5006 – Work Hours/Work Week, for second and final reading.
25. Motion by Mr. Hardman to approve Policy 5006 – Work Hours/Work Week, for second and final reading. Second by Mr. Snyder. Yeas: Mr. Hicken, Mr. Snyder, Mr. Flinders, Mr. Hardman, and Mrs. Woolstenhulme. Nays: None.
26. The Board reviewed Policy 6034 – Bullying/Suicide Prevention, for first reading.
27. Superintendent informed the Board this policy was updated to meet legislative mandates. The old policy was stricken and everything the Board is reading tonight is new policy. There is a new section, as the heading indicates, on suicide prevention. Mr. Snyder asked about the training that is referred to in the policy. Superintendent told the Board that all training is on line and is available on the web site under the employee-training tab. The training is required to be renewed yearly. The principals are responsible for keeping track of those who have completed the training. Substitutes and coaches are required to take the training yearly as well. This training should be part of the hiring requirement. The District needs to follow-up on the training to make sure all who are required are doing the training.
28. Mr. Snyder asked if there were areas that were more prevalent for bullying than others. Superintendent informed the Board of the bullying reporting system that is available on the District web site. When an incident is reported on the website, it is forward to the Superintendent, principals and counselors. All mitigation is recorded on PowerSchool. This information is kept for a year. The information is also reported to the state. Mr. Snyder feels this reporting could help with playground security and additional staffing if needed. The information could also be used to substantiate the need for more security cameras and equipment as well.
29. Motion by Mr. Snyder to approve Policy 6034 – Bullying/Suicide Prevention, for first reading with noted corrections. Second by Mr. Flinders. Yeas: Mr. Hicken, Mr. Snyder, Mr. Flinders, Mr. Hardman, and Mrs. Woolstenhulme. Nays: None.

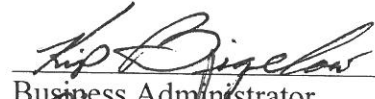
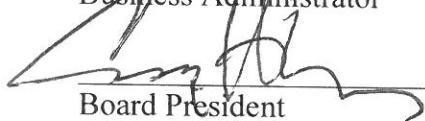
30. The Board reviewed Policy 4021 – Concurrent Enrollment, for first reading.
31. The purpose of this policy is to clarify that students are paying the required concurrent enrollment fee and not the school. Billie Sue McNeil is responsible for testing for eligibility for this program and making sure students meet the criteria. UCAT, as well as assessments from different college departments have their own eligibility testing. The program is generally for juniors and seniors. Guidelines for eligibility are becoming clearer as time goes on. Hopefully, we will be working with Snow College to give our students a better variety of courses other than those offered by USU and UVU. There are some changes taking place that will ensure that concurrent enrollment courses will transfer as college credit.
32. Motion by Mr. Snyder to approve Policy 4021 – Concurrent Enrollment, for first reading. Second by Mrs. Woolstenhulme. Yeas: Mr. Hicken, Mr. Snyder, Mr. Flinders, Mr. Hardman, and Mrs. Woolstenhulme. Nays: None.
33. The Board reviewed Policy 4024 – Remediation Programs, for first reading.
34. State law requires that every school have a remediation program. E2020 is our remediation program that helps students reach competency levels. If needed, E2020 will serve students down to the 8th grade level. This policy is needed to establish our District remediation policy and should be in full force by the end of the year. The challenge lies in making sure the middle school students are ready to move into the high school setting.
35. Motion by Mr. Hardman to approve Policy 4024 – Remediation Programs, for first reading. Second by Mr. Hicken. Yeas: Mr. Hicken, Mr. Snyder, Mr. Flinders, Mr. Hardman, and Mrs. Woolstenhulme. Nays: None.
36. The Board reviewed Policy 4070 – Firearms Training, for first reading.
37. Each District is required to have a firearms training class held on campus for students as well as teachers. This class would not be in the formal curriculum. Mr. Hardman felt it would be excellent training for students, teachers, and parents.
38. Motion by Mr. Hardman to approve Policy 4070 – Firearms Training, for first reading. Second by Mrs. Woolstenhulme. Yeas: Mr. Hicken, Mr. Snyder, Mr. Flinders, Mr. Hardman, and Mrs. Woolstenhulme. Nays: None.
39. The Board reviewed Policy 7003 – Bus Routes and Stops, for first reading.
40. Transportation Director, Wes Blazzard has reviewed and is aware of the changes to this policy. Mr. Snyder asked how many of our students are not eligible for transportation. Mr. Bigelow stated he didn't know the exact number, but there are a large number of students who don't meet the requirements for bussing because they live here in town and do not meet the distance requirement. Mr. Bigelow pointed out that Section 2, subsection 4 reads identical to Section 3. Because of this duplication, there is no need for a motion to approve any revisions on Policy 7003 – Bus Routes and Stops.
41. The Board reviewed Policy 7015 – Transportation Funding, for first reading.
42. Motion by Mr. Flinders to approve Policy 7015 – Transportation Funding, for first reading. Second by Mr. Snyder. Yeas: Mr. Hicken, Mr. Snyder, Mr. Flinders, and Mr. Hardman. Nays: None. Mrs. Woolstenhulme was not available to vote at this time.
43. Mr. Flinders asked about the number of miles on the suburbans. He asked if there was a plan for replacing the suburbans. He would like to see some data

from Mr. Blazzard supporting the use of the suburbans as compared to using buses. Mr. Bigelow stated the suburbans are being used extensively and are getting substantial miles on them. There is money set aside for the purchase of a new suburban this year with the possibility of a new one in the next year or two as well. Mr. Bigelow will check on the tax rate code for vehicles and give more information to the Board in the next monthly meeting to clarify the section in Policy 7015 regarding the vehicle tax rate. Superintendent informed the Board, that because of safety reasons, the 12 -15 passenger vans cannot be used in transporting students.

44. The Board reviewed Policy 7021 – Bus Driver Physical Assessment, for first reading.
45. Mr. Snyder asked about the reassignment of aides if they are not able to pass the screening physical. The aides who now ride the buses are all ready working in the special education department and ride the bus as part of their duties. If those who have bus duty are not able to pass the test, someone else from the special education department will be put on the bus with the students, or if needed, we may have to hire someone that is able to pass the physical assessment to ride the bus.
46. Motion by Mr. Snyder to approve Policy 7021 – Bus Driver Physical Assessment, for first reading. Second by Mr. Flinders. Yeas: Mr. Hicken, Mr. Snyder, Mr. Flinders, Mr. Hardman and Mrs. Woolstenhulme. Nays: None.
47. The Board reviewed Policy 5011 – Employee Associations, for first reading.
48. Motion by Mrs. Woolstenhulme to approve Policy 5011 – Employee Associations, for first reading. Second by Mr. Hardman. Yeas: Mr. Hicken, Mr. Snyder, Mr. Flinders, Mr. Hardman, and Mrs. Woolstenhulme. Nays: None.
49. Superintendent reported he is working on the drug and alcohol testing policy. He has patterned the policy after Rich County's policy. The principal of Rich County, Mr. Larsen, likes their program and feels it is successful in reducing the use of alcohol and tobacco in their student population. Superintendent Walker has contacted the high school administration and coaches. There has not been a lot of positive feedback from the coaches if any feedback at all. The Board will need to work on making this policy more defined and polished as time goes on. There is a company that will do the testing and will train those who will administer the test. The cost may be around \$300.00 per year to administer. Mr. Hicken voiced his concerns regarding the administering of the test and having those results challenged. He asked if there is as company that can do the testing which would make the results more acceptable, rather than have our employees administer the test. Mr. Flinders asked about the possibility of the school nurse being in charge of the testing. Mr. Flinders suggested we let the Community Councils review the policy and get some feedback from them regarding its implementation. Superintendent is planning on doing a survey of the high school students regarding drug and alcohol use. Superintendent will continue to work to be able to put this policy into place by the end of the year. Mr. Flinders felt that we needed to have all the coaches that have not previously responded on this item, do so. He suggested Mr. Greiner be involved in the process and follow up on getting the coaches' responses. Mr. Flinders also asked if the policy addressed "in season and out of season" testing. At this time, there is nothing in the policy that addresses "in season and out of season" testing. Mrs. Woolstenhulme asked why there had not been a policy adopted previously since there are other schools in the state that have a drug and alcohol policy in place. It was noted that the Board had looked at drug and alcohol policies previously, but had not adopted one. There was a question on whether or not testing could be done on students who are not involved in extra curricular activities. Because of the consequence factor, at this time, the policy is only for those who are

- involved in extra curricular activities. Mr. Camp and Mr. Greiner are in total agreement with this policy and its implementation.
50. Superintendent informed the Board of a problem at a Football Game. There was a request to have a law enforcement officer at all major athletic functions. Superintendent has contacted law enforcement and there is a flat rate charged to have a county sheriff present at activities. Mr. Hicken would like to have the law enforcement officers under contract so if an emergency arises during an activity, they would not have to leave the activity to respond to the emergency.
 51. The District's Facebook account is up and running. There are about 250 people who are following the site. Mrs. Woolstenhulme is looking into the possibility of having a "town meeting" via the Facebook account. Group pictures can be posted on the Facebook account. However, close up pictures of individuals are not to be posted.
 52. Superintendent will continue to work on the teacher evaluation process and tools. Observer Tab, whom we have contacted to provide the tools, has now finished the tools and principals can begin their observations.
 53. The policy change to open up all positions inside and outside of the District will be addressed in the November or December Board meeting.
 54. Mrs. Radke informed the Board that she wasn't aware of the bullying site that is available on our web site. It was suggested that we should publicize our resources so all District employees are well aware of these resources.
 55. Mr. Bigelow talked about the Annual Financial Report (AFR), and the Annual Program Report (APR). In the AFR report, each fund has to be reported as a separate fund and one fund cannot be transferred to another fund. The APR addresses specific programs. Money in one program cannot be transferred to another program. The new accounting software and a new reporting system from USOE created a problem with the reporting process this year. Mr. Bigelow feels the reporting process will be simpler and easier this up-coming year. There was a minimal amount of surplus generated this year and Mr. Bigelow applied that surplus to the post employment benefit, bringing that benefit requirement closer to compliance. Mr. Bigelow stated there is approximately \$100,000.00 in reserve, and because employees have worked at saving money in different areas, would like to give this money back to the employees in the form of a 1% bonus. The bonus amount would be approximately \$83,000.00. This bonus would need to be approved in the November Board meeting for disbursement in the November payroll. There would be no financial jeopardy to the District if we give this bonus.
 56. Mr. Bigelow informed the Board that the auditor will be attendance at the next Board Meeting to present the yearly audit report.
 57. Mr. Bigelow presented the Board a chart showing average daily Membership (AMD) for the District. Mr. Flinders asked about the trend of growth in the district. The last two years shows just under 2% in overall growth. It was noted that the elementary school is growing at a fast pace and will be over capacity in a few years. We will be in need of more facilities to accommodate the growth in our community. We will need to look at our 5-10 year plan to see if we might need to build new buildings or if adding on to our existing structures will be sufficient.
 58. Mrs. Woolstenhulme noted that the community was impressed with the new counselor at the high school and the community wanted her to thank the Board for bringing the new counselor into the District. Mr. Flinders and Mr. Hardman noted they also had positive input on the counselor from community members.
 59. The Board members commented they thought the high school is now on the right track and has shown great improvement.

60. Superintendent feels we have some great people working in our District.
61. Motion at 8:15 PM, by Mr. Hardman, to go into closed session to discuss personnel issues and security issues. Second by Mr. Snyder. Yeas: Mr. Hicken, Mr. Snyder, Mr. Flinders, Mr. Hardman, and Mrs. Woolstenhulme. Nays: None.
62. Returned to open session at 8:36 PM.
63. Motion by Mr. Hardman to adjourn at 8:36 PM. Second by Mr. Hicken. Yeas: Mr. Hicken, Mr. Snyder, Mr. Flinders, Mr. Hardman, and Mrs. Woolstenhulme. Nays: None.


Business Administrator
Board President